



STATE  
OF  
GEORGIA

4171-11  
10  
Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>5/24/76</b>		<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>MAY 26 1976      76-167      JUN 4 1976</b>	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administrative Office Address <b>Dept. of Administrative Services Fiscal Services Division Treasury and Cash Management Section 116 Mitchell Street, Room 445 Atlanta, Georgia 30303</b>		4. Person to Contact <b>Nancy Ragan</b>	
		5. Working Title <b>Acct. II</b>		6. Tel. No. <b>656-2168</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>7/74 - to date</b>		9. Exact Series Title <b>Collateral Transactions Correspondence File</b>			
10. What is the function of the office in which this record series is created? <b>FISCAL DIVISION - Administers Self-Insurance of State Property and liability, Workmen's Compensation for State Employees, Treasury and Cash Management of State Funds, and accounting and payroll systems design through Fiscal Services.</b>  <b>TREASURY AND CASH MANAGEMENT SECTION - Receipts, disburses to agencies and invests State General Fund and Revenue Sharing monies. Federal Funds receipted and disbursed include Letter of Credit, Department of Transportation reimbursement, National Flood Control Fund and National Forest Reserve Fund. Receipt and disburse various Trust Funds. Provide accounting services and records for Superior Court appropriation, primarily payroll, attendant retirement systems and travel. Insure eligibility of municipalities for and disburse Grants to Municipalities and Counties.</b>					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <b>Documents relating to: pledging collateral to secure general treasury deposits being held by banks in Georgia.</b>  <b>File is arranged:      Alphabetically by geographical location of bank.</b>  <b>Included are:      Letters verifying transactions of collateral pledged to secure investments.</b>					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		5		5	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s)      In Storage Area(s)	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCES Twice a year      0      0      0	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] [ ]
14. Is there a duplication of this series in another office or agency? [ ] ☒ [ ]
15. Is the information contained in this series ever summarized or published? ☒ [ ] [ ]  
Attach copy of summary or publication. **Audit Report**
16. Does the series contain classified information requiring security handling? [ ] ☒ [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] ☒ [ ]
18. Could the function be performed if the files were lost or destroyed? ☒ [ ] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒ [ ]
20. Does the record series provide data as input to an EDP file? [ ] ☒ [ ]
21. Does the record series contain documentation produced as EDP printout? [ ] ☒ [ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] ☒ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] ☒ [ ]

24. **REQUIREMENTS.** The following requires the files to be kept 2 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 1 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Other files for backup.

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
Laura J. Holbrook		5/24/76			
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Don Marley		
	State Auditor/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Dixon		6-2-76
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Canell Hart		May 28, 1976
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Robert J. Grell		6-2-76

STATE RECORDS  
COMMITTEE